

JOB DESCRIPTION

Position	Assistant Court Clerk
Dept Supervisor	Tribal Court Manager
Compensation Range	DOQ

Summary of Duties and Responsibilities

Provide assistance to the Clerk of the Court and perform clerical duties in the Court of Law. Prepare docket or calendar of cases to be called; examine legal documents submitted to court for adherence to law or court procedures; explain procedures or forms to parties in cases; secure information for Judges, and contact witnesses, attorneys, and litigants to obtain information for court, and instructs parties when to appear in court; administers oath to witnesses, record minutes of court proceedings, using recorder using FTR Gold recording system; prepare case folders, posts, files or routes documents; record case disposition, court orders, and arrangements for payment of court fees, collect court fees or fines and records amounts collected. Other duties as assigned to promote the efficiency and effectiveness of the Tribal Court System and Department.

Desired Qualifications:

1. Legal secretarial training/certificate, and/or related clerical and secretarial work experience of three+ years
2. Proficiency with general office equipment (Computer and word processing skills and spreadsheets, i.e., Microsoft Word, Excel, WordPerfect, Quick Books Pro; Fax, Recording equipment)

Minimum Qualifications:

1. Exercise confidentiality in all matters of the Court
2. High School graduate or GED
3. Good interpersonal communications skills and ability to deal w/public under various/sometimes stressful situations
4. Two years of continuous work experience in secretarial/clerical field
5. Work as a team member
6. Able to meet deadlines
7. Ability to proof read documents with details and accuracy
8. Type 45-50 WPM accurately and 10 key
9. Experience with spreadsheets and/or familiar with Excel or Quick Books Pro
10. Required to learn Full Court software system within the first six months of hire
11. Never have been convicted or found guilty of a felony, or within the past five years been convicted or found guilty of a misdemeanor

An applicant may be asked to participate in an interview to establish whether he/she meets minimum qualifications. Interviews do not create a right to employment and provide no promise or other guarantee of any employment position with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy.
Applicants are subject to a pre-employment drug test and at-random testing following employment.
Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, submit application and resume to: Human Resources Department, P.O. Box 408, Plummer Idaho 83851 or fax to 208/686-6216. For more information, visit our website at www.cdatribe-nsn.gov/hr.shtml or call 208/686-4068.